

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: All RIFANS Users

DATE: October 6, 2009

FROM: Louise Anderson
Associate Controller - Operations

SUBJECT: National Grid Gas Payments
CFO 10-03 National Grid Payments

We have been contacted by National Grid regarding problems in recording payments to proper accounts based on the information they receive on the check stub. In some cases, insufficient information is entered into RIFANS and it is making it difficult for them to properly record the payment to the correct agency account.

The correct info for National Grid is as follows:

Supplier Number: 9819

Supplier Name: NEW ENGLAND GAS CO

When processing payments, please enter into the ***description field***, the customer number, premises number and billing period. This information appears on the bill. If you are using the Access Database to prepare batches, please use the ***unique check comment field*** to add this information. These fields print on the check stub, but are limited to a certain number of characters.

We are requesting that you utilize this format:

Cust#280465 Prem#1284023 BillPer 1/16-2/14/09

If you would like to add more information to the end of the field for your own use, that is acceptable, but please include the above information **FIRST** so it prints on the check stub.

Thank you for your cooperation in this matter.

LA/lew